

3CW Community Center Locking & Unlocking Guidelines/Procedure



The following guidelines describe the procedure for locking and unlocking the 3 Cherry Way Community Center:

- The key and door handles on each of the three ENTRY DOORS have been deactivated
- Please do not try and push down or pull up on these handles.
 - To enter the building after the door is unlocked, simply hold handle and PULL
 - To exit the building, simply PUSH on the door
- Each resident will receive a 4-DIGIT code to unlock the front entry door
 - This code will only work on the front entry door.
 - The Corresponding Secretary will send this code to new residents via email.
 - The HOA maintains a list of all codes. Please send an email to 3cwhoa.cs@gmail.com with your name, address, and lot number if you forget your code.
 - No code is required to lock the door.
 - The side and rear doors are unlocked only from the inside.
- Unlocking & Locking Guidelines:
 - If you arrive at the community center in the morning and the building is locked please unlock all three ENTRY DOORS and leave them UNLOCKED. *The building will remain unlocked during the day, as is our current practice.*
 - Entry doors are remotely locked at 8 PM.
 - The side door is unlocked at 8 AM when the pool is open.
 - Residents using the building after 8:00 PM may have to UNLOCK and LOCK the building. Please shut off all lights except the exterior front porch lights and lock all doors when leaving. No one is assigned to check the building after 8:00 PM.
 - Please check the exterior door in the workout room door to ensure it is locked.

Please remember that it is every resident's responsibility to ensure that the property is secure after use.